

INDIAN INSTITUTE OF TECHNOLOGY INDORE



Manual and Procedure for Store Management

2016

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CHAPTER – 1

INTRODUCTION

- 1.1 This chapter contains the need of having a Store and a comprehensive Inventory Management System (CIMS) in a Technical academic institute like Indian Institute of Technology (IIT) Indore and the underlying principles of receipt, issue and disposal of stores.
- 1.2 The stores management function assumes special significance in an academic institute where identification of the materials, receipt of material, their handling, proper storage and accuracy in accounting during issue are of paramount importance in the efficient operation of the Store House. This is added with the location of the institute and related operation, logistics issues for high value scientific equipments and the volume of sensitive precision consumables.
 - 1.2.1 *The task of stores management relates to safe custody and preservation of the materials stocked and their receipt, issue and accounting. The objective is to efficiently and economically provide the right material at the time when it is required.*
 - 1.2.2 *Efficiency in the store starts with precise forecasting and scientific planning of the necessity for materials. The forecast also must be subjected to periodic review. The art of stores management is largely that of optimizing the use of existing resources to meet actual needs in an efficient manner.*
 - 1.2.3 *The relative function of the stores management function depends upon the nature and size of the organisation or activity concerned, and in all cases it has to be designed to suit the particular need of the organization it services. There is, therefore, no standard system which can be universally recommended or applied, but in the course of time, certain principles and practices of general application have been evolved. The understanding of these principles is essential for efficiently practicing the art of Stores Management.*
- 1.3 Government of India established IIT Indore by an act of the Parliament which started functioning from 2009. It is one of the eight new IITs started by the Ministry of Human Resource Development, Government of India in 2008 & 2009. The Institute started functioning from 2009-10 in a temporary campus at Institute of Engineering and Technology (IET) of Devi Ahilya Vishvavidyalaya (University) (DAVV) under mentorship of IIT Bombay. Presently, IIT Indore is functioning from its Permanent Campus at IIT Indore, Simrol, Khandwa Road, Indore- 453552.
- 1.4 **Indian Institute of Technology Indore** receives funds from Govt. of India and a sizeable portion is spent in purchasing various types of Equipments, Assets, Consumables and Services for Teaching, Research and also for establishment purpose. Some of the items are also procured to develop technical facilities for academic purpose. Hence, it is vital that these stores/materials are kept in safe custody with proper receipt and accountability and effective procedure duly approved

by the competent authorities in **conformity** with the General Financial Rules of Govt. of India.

1.5 Definition: Store refers to a building or room or place where materials are kept. It can also be defined as the Management of the following operations:-

- a) Receipt of materials
- b) Efficient Storage
- c) Safe custody
- d) Timely issue
- e) Stock Accounting
- f) Scrap Management
- g) Disposal

Storage is an essential part of the economic cycle and Stores Management is today a specialized function which can contribute significantly to the overall efficiency and cost effectiveness of materials management.

1.6 Objectives and Responsibilities

The objective of this stores manual is to ensure efficient management of receipts, storage and issuing of materials keeping in view the economics, accountability of the stores and meet the right material at the time and also to establish a procedure to facilitate speedy handling, accounting of receipts, storage and issue of materials.

The major responsibilities of Storehouse are listed below:-

- a. Identification of all materials stored
- b. Receipt of incoming materials
- c. Inspection of all receipts from suppliers
- d. Storage and Preservation
- e. Materials Handling
- f. Issue of materials to users within the organization
- g. Maintenance of Stock Records
- h. Stores Accounting
- i. Inventory control
- j. Stock-Taking
- k. Disposal of stores
- l. Scrap Management
- m. Submission of Management Information Reports

1.7 The stores procedures given in this note shall be applicable to all stores and inventory management except in case of (Works) Building and purchase of Books, Periodical and Journal for the Institute Library.

CHAPTER – 2

RECEIPT OF STORES

The receipt of stores will mean receipt of all materials against Purchase Orders or stores received against local purchases, gifts, aids etc. All these receipts shall be dealt with in the manner stipulated hereinafter.

2.1 Functions of the Receipt Section

The receipt section shall be located in a suitable place where all incoming supplies shall be received, packing opened, checked and inspected before its storage or use. The functions of the receipt section can be broadly summarized as follows.

1. Clear and receive Parcels, Packages, Consignments and all other materials coming in by Rail, Road, Sea, Air, Post, Courier or any other mode.
2. Checking the materials received and arrange for their inspection by informing the indenter.
3. Notify the indenter and Purchase section about the arrival of the materials latest by the next day.
4. Unpack the packages, parcels & consignments and facilitate their inspection by the Inspecting Officer.
5. Intimate the supplier and the indenter about the excess, shortage, damage, rejected or defective supplies.
5. *Maintain the following registers.*
 - a) *Consignment Clearance Register*
 - b) *Daily receipt register*
 - c) *Register for Samples*
 - d) *Register for Gifts*
 - e) *Register for discrepancies*
 - f) *Register for dispatch*
 - g) *Centralized register for local Purchase (Consumables).*
 - h) *Direct Purchase Register (DPR)*
7. Raise Stores Receipt Voucher (SRV) for all receipts.
8. Arrange packing and dispatch of outgoing consignments like samples, rejected materials etc. and forward the dispatch documents to the consignee.
9. Arrange Local collection of stores from the vendor as per the terms of the order.

10. Maintain and render upto date account of advances taken for clearance of consignments including their adjustment.
11. Arrange open delivery of consignments wherever required.
12. Lodge necessary claims for non-delivery, shortage or damage wherever required.
13. Ensure clearance of consignment immediately so as to avoid payment of demurrage/ wharf age. In case of its accrual take appropriate action to get its waiver or sanction for its payment from the competent authority.
14. Keep all weighing balances calibrated

2.2 Procedure for receipt of store

- a. All items that are received directly from the vendor shall be checked with reference to the Purchase Order to find whether the description of the supplied item and received item are same or otherwise. Any discrepancy noticed shall be immediately brought to the notice of Officer In-charge (MMS) and shall be communicated to the firm. The stores shall be as far as possible checked in the presence of the representative of the vendor.
- b. Once the items are found to be prime facie in order, a receipt will be given to the firm. The receipt furnished to the firm should read as “Received in good condition subject to inspection, counting and final acceptance”.
- c. Under no circumstances, an unconditional acknowledgement will be forwarded to the vendor as the same may affect the final acceptance of the materials.
- d. Similarly, all incoming goods from the transporter, railways, airport etc shall be acknowledged. Besides it should be ensured that the packing is in sound condition and there is no apparent damage to the packing boxes.
- e. The receipt section will arrange for the unpacking of the goods so received. Before any consignment is unpacked, the presence of the Indian Agent for import cargo and the presence of user may be ensured.
- f. All materials shall be counted, measured or weighed and subjected to visual inspection at the time of receipt to ensure that the quantities are correct, the quality is according to the required specifications and there is no damage or deficiency in the material. If any shortage/ damage is found even though the boxes are outwardly in order, a discrepancy report shall be prepared and sent to the supplier.
- g. After the items are received, the same are to be entered in the Daily

Receipt Register. Besides, the copy of the Purchase Order available with the receipt section has to be updated to show whether the full supply has been received or part supply has been received.

- h. The receipt section has to arrange for inspection of the received material to ensure that the items received are in order. Till such time the items shall be kept separately so as to avoid their mixing up with the available stock except the cases where the indenter has to inspect the item at his premises other than the receipt cell.
- i. Materials received without any document shall be brought to the notice of the Officer In-charge (MMS) for taking into stock through stores receipt voucher. Such entries will be monitored through discrepancy register.
- j. Heavy and large materials will as far as practicable will be unloaded nearer to the place of installation to avoid frequent handling.

1.8 Receipt of other materials

The receipt cell shall ensure that all accessories, tools, free items etc. received with the machinery and equipment, though not specially detailed in the Purchase order are entered in the receipt voucher with all essential particulars like identification number etc. The Stores Officer shall ensure that these are brought to stock account along with the main equipment.

1.9 Daily Receipt Register (DRR)

The daily receipt register is a record for entry of all incoming goods that are received in a particular day except items against Local/ Direct purchases. The register will contain the details about the supplier, order reference, challan number & date, Bill no. & date, Bill amount, item description, quantity dispatched, quantity received, quantity found short/ damage, name of the indenter, inspection report no, cause/s of rejection etc. and will serve as a primary record about the materials including its installation & commissioning.

The register can be maintained in a computer where all such data will be stored and a printout can be forwarded to the user and the Purchase section next day as intimation about the arrival and the need for the inspection. This record is helpful as reference record for preparing claim from Insurance agency also in case of damage, shortage etc.

2.5 Accepted materials

The stores accepted shall be handed over to the respective storekeepers/indenter along with Bills, Challans and Stores Receipt voucher for stock entry on the receipt of the materials. It must be ensured here that the stock entry shall be made item wise and no entry as “assorted” will be made in the stock ledgers by clubbing different items.

Materials received in excess of quantities ordered for shall be returned to the supplier as per the procedure for rejected materials unless approval of the competent

authority for the Procurement is obtained in writing to retain the excess quantity received. Purchase section should be informed on the excess material received and to take appropriate action in consultation with the Indenting/User department.

2.6 Demurrage Charges Paid

In no case will any amount paid on account of wharfage or demurrage be regarded as a normal charge and every endeavor will be made not to incur such penal charges. However, in unavoidable circumstances, this may become necessary to pay in the first instance. All such cases are to be enquired thoroughly to find out whether there is any lapse on the part of any individual or firm for this loss and ascertain the amount, which is to be recovered.

In case of no negligence, the amount paid can be regularized on proper sanction. Free time of clearance varies from case to case, from railways to airlines to transport agencies and hence utmost care be taken to ensure that the consignments are cleared immediately on their arrival.

2.7 Local/ Direct Purchases

All materials that are not available in store and needed to be purchased locally either by cash or on credit shall be first produced in Store Section for physical verification and Receipt Section personnel will sign and mark on the cash memo/ bill as “seen”. There after the same shall be got recorded in the local/ direct purchase register instead of daily receipt register for stock entry for items purchased out of revenue funds.

Store Section shall ensure that the stock entry is recorded within a day of its receipt in stores along with proper issue slip.

This mechanism will facilitate the quick disposal of bills under Direct/Local purchases and the User department will be able to utilise the materials as quickly as possible. On the other hand the Store department will monitor the record and generate report on the consumption patterns and advise Purchase department to initiate Rate contract for items which are purchased repeatedly so as to enable User department to get such items regularly from established source at reasonable price. This system helps in minimising bills and pressure on Accounts department to focus on high value payment and reduce multiple transaction of smaller value.

Items purchased out of capital fund shall be posted in their respective stock ledgers as well as in the Personal Inventory Register.

Stock entry of the purchases made at the Project site will be done on receipt of a certificate that the items are purchased at the project site and used for the project there.

CHAPTER- 3

INSPECTION, REJECTION AND ISSUANCE OF STORES

3.1 Inspection of Stores

1. The receipt cell of Store Section of the institute will prepare a Stores Receipt Voucher (SRV). The SRV will contain all details of the stores i.e. name & address of the Supplier, PO No & Date, Item nomenclature, description, Quantity Despatched, Quantity Received, shortage, excess, damaged, Quantity accepted besides the SRV Number and date. The SRVs will be serially numbered financial year wise for which series has to be allotted in the beginning of the financial year. This will help Purchase and Finance to track receipt of SRVs. The SRV will also have the signature of the Inspecting Officer who has inspected the stores. Payment of bills will be made as per the details of stores received based on the SRV.

Similarly, the adjustment of advances will also be made as per the particulars furnished in the SRV but where any payment is to be made to the firm, corresponding bill will be sent along with SRV details.

2. Stores such as electrical goods, mechanical instruments, refrigeration materials, computers etc. shall be inspected by the persons of technical competence in the line who can check the details of material in Store as per SRV and for testing function/performance of the items, the same can be moved to test bench.
3. Inspection of scientific and sophisticated instruments etc. shall be carried out by the Indentor himself. He may take the assistance of other experts for inspection of electrical or mechanical portion of the machines and equipments, if necessary in consultation with the Head of the department.
4. In the absence of the Indentor on account of his being on leave, tour etc. the Head of the Division/Section or the Project Leader shall arrange the inspection which shall not be delayed to avoid insurance claim, if any and to avoid late payment to the supplier.
4. If in any particular case, more time is required for final inspection, at least a preliminary visual inspection shall be carried out immediately so that discrepancies/shortage/damage are reported to the Suppliers/Insurances lest the claim becomes time-barred.
5. Till stores are inspected and taken on charge, these shall be kept separately either in Transit Store or in the custody of the User, as the case may be.

3.1. Inspection of Stores of General Nature

The stores of general use and repetitive nature e.g. soap, cleaning agents, duster, nails, glassware of standard trade mark, stationery items and chemicals from standard companies and of standard make for which indents are placed by the Stores Officer shall be inspected by him for acceptance to avoid undue delays. In case of doubt, about the quality, make or specification of an item, the advice of the user department shall be sought before acceptance.

3.2 Certificate of Inspection:

When the stores are found acceptable in accordance with the quality, quantity and specifications ordered for, the inspecting officer shall record the following certificate after inspection appending his signatures on the space provided for the purpose:-

“Certified that the Stores have been inspected by me and found acceptable in accordance with the quantity, quality and specifications laid down in the purchase order. The equipments/ instruments were installed successfully on _____. (Please attach the installation report also)”

The SRV shall be counter-signed by the Head of the Division/Section/Project leader/indent approving authority as the case may be. In case of equipments, copy of the installation report submitted by the firm should be attached with the SRV as the date of acceptance has bearing on the Warranty of the materials.

3.3 Samples for Inspection:

Sample may be called for where necessary, provision for which should normally be made in the rate enquiries/advertisement and these shall be received by the Receipt Section. Samples thus received against supply orders placed by the Purchase Section shall be accounted for in a “Stock Register for Samples”. Approved sample can be kept in Transit store as this will be used as Specimen for comparison at the time of Acceptance of the goods.

3.4 Rejection of Stores:

1. All materials received not in conformity with the specifications and requirements ordered for in the purchase order shall be rejected by the inspecting officer, who will record his reason for such a rejection on the Inspection Report (IR).
2. The Purchase Section shall immediately take up the matter with the firm based on the report of the receipt section. The rejected stores shall be suitably labelled and stored in a separate area from the accepted or other stores in the Receipt Section pending their return to the suppliers. These will be handed over to the supplier's representative or dispatched to the firm as the case may be through Non-returnable gate pass (NRGP).
3. The rejected materials will be accounted for in the “**Register for discrepancies**” which shall be maintained by the Receipt Section.
4. All expenditure incurred on this account shall be recovered from the supplier. When the consignee on freight-to-pay basis receives the stores, the suppliers shall, at destination, be liable to pay the freight actually incurred. After despatch, the receipt cell shall promptly send the relevant documents to the consignee for further action.
5. A time limit shall be fixed up for the removal of rejected materials by the supplier from the Laboratory/Institute premises, failing which a final notice/reminder by Registered post will be sent for removal within a stipulated period, otherwise ground rent be recovered from them as fixed by the Institute before parting custody or taking into stock.

6. The matter will be vigorously pursued till their final removal. In case of failure of any response from the company, appropriate action for their disposal shall be taken through auction or other means with approval of the competent authority.
7. In normal cases, all items of stores received from the suppliers by the Stores Section shall be inspected before acceptance by the Indentor/User Group within 10 days after receipt of intimation from the Stores Section. Stores Receipt Vouchers (SRVs) in the prescribed form shall be prepared and signed by the Store Officer/Inspecting Officer/Receiving Officer. The SRVs shall be forwarded by the Stores Section to the Accounts Section within 20 days from the date of receipt of stores for arranging payment or for adjustment of advances already paid.
8. If the ordered systems, sub-systems, materials etc., do not meet the prescribed specifications or are damaged at the time of delivery or fail during inspection/testing, they shall be rejected and the supplier/manufacturer shall be advised to replace them. Claims may arise due to loss, damage, short supply, rejection of items, refund of advance, etc. In respect of imported consignments, the claims for loss, etc., shall be lodged with the underwriter/carrier. In order to ensure that there is no loss to the Exchequer, the Stores Section shall lodge all the claims in time, in consultation with the Purchase Section, Indentor/User Group and Accounts Section.
9. The rate of rejection (RoR) against number of supplies in case of Rate contract or regular supplies will be monitored and the report will be generated by Store section which will be forwarded to higher authorities to take into account at the time of extension/renewal of the contract as part of vendor performance.

10. Claims in respect of indigenous goods

- a) In case of any external or visible damage to the packages containing the ordered goods, the Stores Section shall make suitable entries regarding the damage on the carrier's copy of delivery challan/RR/LR and also immediately intimate the supplier in writing about the damage. A claim on the carrier for transit loss shall be made.
- b) In case of short-supply, or if the supplied goods are broken or damaged or fail during inspection/ testing, or do not meet the prescribed specifications, the Stores Section shall obtain a report from the Indentor/User Group and lodge a formal claim with the supplier, in consultation with the Purchase Section, Indentor/User Group and Accounts Section.

11. Claims in respect of imported goods

- a) If a sea consignment is found damaged on landing or is missing prior to landing, the Centre/Unit or the CHA shall, within 03(three) days from the date of landing, apply to the shipping company for conducting a ship survey. After getting the survey report, a claim shall be lodged with the shipping company for partial loss/damage or for the missing consignment.
- b) If a consignment is missing after landing in the airport/sea port, the Centre/Unit shall obtain a non-delivery certificate and lodge a complaint with the concerned Police Station. A claim shall be lodged by the Centre/Unit with the insurance company as well as with the Airport/Port Trust authorities for compensation.

All such claims shall be followed up periodically by the Stores Section. A discrepancy/claims register shall be maintained in the Stores Section and reviewed at least once a month by the Officer In-charge (MMS).

3.5 Register for Despatch of stores

At times the store has to dispatch various items. All the dispatches that are being done shall have to be recorded in the dispatch register. The dispatch register will contain the details of the supplier, reference of dispatch, item, quantity, mode of despatch, freight & other charges paid etc. and will serve as a complete record for dispatch of all types of items – be it for repair, up gradation, calibration, rejection or otherwise. The returnable gate pass (RGP) should be reconciled after one month and all NRGPs should be checked with security gate record once in every month.

3.6 Issue Control Register (ICR)

- (i) An issue control register is to be maintained by the stores for controlling the issues made against issue slips. It is an index of all issues and helps to watch posting of the issue slips after issue and detection of missing issue slips if any.
- (ii) The issue control register can be made for a category of stores like engineering stores, Asset stores, Hardware stores, stationery stores etc. depending upon the type of stores each lab is maintaining. It shall have particulars like ICR number, date, issue slip number, division/project, number of items issued, etc. Each issue slip will be allotted a number before the actual issue according to the serial number of the register for each financial year and shall be known as ICR no. The ICR will be allotted in order of presentation of the issue slip for actual issue and the issue slips shall be filed in that order after posting in the respective Store ledger.

3.7 Issue of Stores:

The following procedure shall be adopted while issuing materials from stores.

- 1) Issue of stores shall be made in proper issue slip.
- 2) Issue slip shall be prepared in triplicate by each division/ section separately for each category of stores. Electronic IS can be issued once the system is in place.
- 3) Stores shall be drawn by an issue slip signed by a person authorised by the HOD of the division/section and countersigned by the Head of the Division.
- 4) All stores purchased out of capital funds shall normally be issued to the indenter of the equipment. Each lab shall decide about the mode of maintaining inventory – *Divisional Inventory Record (DIR)*
- 5) No store shall be issued to the guest/casual workers who are not on regular establishment unless duly authorised by the HOD. But it must be ensured that the items issued to such person/s will be adjusted against proper issue slip later and the custodian will be responsible to regularise the issue or to return the item.
- 6) The description of store to be given on the issue slip shall be completed as

given in stock ledger/ Bill/ Challan/ Bin Card etc. and shall invariably include identification number, make, type of machine/instrument in case of articles of capital nature.

- 7) All issue slips for items needed for a Project and are made from stores shall bear the project number. The stores shall at the end of every month send a report indicating cost price (under FIFO method) of such issues to the accounts for debiting to that project.
- 8) All issues shall be scrutinized and authorised by the Stores Officer before actual issues are made by the stores assistant and in his absence by the senior most store assistant. In case of any excess demand the issue may be regulated where ever necessary.
- 9) In order to enable the store keeper to post the ledgers, raise indent for new procurement etc. the timings for issue of materials from store be fixed.
- 10) Issue slips having mutilations and over writings or incomplete in any respect shall not be accepted for issue of materials and returned to the indenter forthwith.
- 11) Stores shall not ordinarily be issued in bulk quantities and the HoDs shall ensure that minimum quantities of such materials are permitted to be drawn by them to avoid accumulations, wastage or likely misuse of such articles. Whenever any quantity above the normal consumption is requisitioned HoDs may record reasons for such specific requirement.
- 12) Where the date of expiry is indicated on the package, endeavours shall be made to use such materials before the expiry date. In case it is not possible to use the same before the expiry date, the same may be disposed of in the best interest of the institute.
- 13) Issue of some items purchased out of revenue funds like Tube lights, Bulbs, batteries, tyres & tubes, chokes, electric line testers, umbrella, briefcase, Printer cartridges, peripherals, storage devices USBs, lock & keys, brass items etc. need to be regulated either by insisting the issue of a fresh one in exchange of the old one or fixing time limit/fixing quantity of issue as may be decided by the Stores Officer in consultation with the Head of the department.
- 14) The issue slip books shall be kept in safe custody by all drawees and shall be used by him only. Fresh issue slip books will only be issued after it is personally verified by the stores officer that the all the issue slips of the book is consumed. In case of electronic issue slips the MIS of Store Section will be helpful in sharing the consumption details which can be periodically prepared by Store officer and will be shared with head of the department, Finance which may be useful in budget planning.
- 15) Issue of Loan: Items might be required for some specific purpose (meeting/seminar/exams, convocation) etc. for short span of time can be issued on LOAN by entering in L.R. If it is damaged or prolonged in usage a proper issue slip can be issued by the user to regularise issue.

The same method can be adopted for issue of items urgently in absence of HOD/PL who can sign. issue slips at a later date.

3.8 Gifts:

All materials received as GIFTS and Free Samples are to be accounted for institute account and will be entered in the Daily Receipt Register (DRR) and thereafter in the gift register. The gifts can be issued on the approval of the institute authority in the best interest of the Institute against proper issue voucher.

Accounting & stocking of Gifts

01. A **Register for Gifts** is maintained at Store(MMS) for making entries of the following detail :
 - i. Nomenclature of the items received
 - ii. Name and address of the Individual/Firm/Organization from where Gifts are received
 - iii. Mode of receipt: Postal, Hand over etc.
 - iv. Quantity, Description, feature etc. of the items received
 - v. Pack size, Weight, Units etc.
 - vi. Value: MRP(if available)/Assessed value as per current market price
02. **Stock Entry:** Once the items are taken into stock the same can be stored/kept in Safe custody. If required we can have safe Locker in our Bank. The same can be stored with other Valuables such as Noble metals (Platinum, Gold etc.)
03. **Issue:** The Valuable Gifts can be issued after framing a policy and purpose to any User Department/Employee on Need base.
04. **Disposal:** Institute can disburse the Gold Coin any valuable items as Prize to Students/Employees on appropriate occasion (Sports/Foundation Day etc.).
05. **Sale:** In case of any specific item which is Obsolete the same can be Exchanged (Buy back) with the Institute gold medals on extant price.
06. **Charge Off:** After disposal/Issue/Disbursement the Book Value can be charged off by making necessary entries in the Store record and the same will be reflected in Annual Account.
07. **Audit:** Gift Register is part of Store records and is Auditable internally as well as by CAG during Physical Verification of Stores/ Annual Audit.

CHAPTER- 4

STOCK VERIFICATION AND STOCK ENTRY IN STORE LEDGERS

4.1 Stock Verification :

Physical Stock Taking is the process of counting, weighing, measuring etc. of all the items in the stock and recording the results of such an exercise. The objectives of stock taking are as follows:-

- a) To enable better control of inventories
- b) To ensure statutory compliances
- c) To verify the accuracy of the stock records
- d) To disclose the possibility of fraud, theft, loss etc.
- e) To reveal any weakness in the overall storage system, so as to make improvements

4.1.1 Various methods of stock verification can be adopted. Annual stock taking shall be carried out before closure of every financial year. As per statutory requirement each item must be physically checked as per its unit of measurement at least once in a year and entry to the effect that the physical stock verification is carried out by way of counting, weighing, or measuring and found correct to be made in the relevant ledger pages and initialed by the verifying officer. Discrepancies if any found are recorded and immediately investigated.

4.1.2 The stock check should be planned in such a way that all the items are checked at least once in a year and the important items and costly or attractive items checked at regular intervals in a year.

4.2 Stock Entry:

4.2.1. Stock Entry is a crucial step for ensuring accountability of the stores.

4.2.2. Stock Entry to be done in standard format for audit purpose. It is being done in electronic format which will be merged to the ERP at appropriate stage and MIS can be generated periodically.

4.2.3. Stock Entry will be recorded in the below mentioned categories:

- a) *Daily Receipt Register (DRR)*
- b) *Consumable Register (CR)*
- c) *Non-Consumable Asset Register (NCR) including Fixed Assets*
- d) *Personal Inventory Register (PIR)*
- e) *Departmental Inventory register (DIR)*
- f) *Fabrication and Assembly register (FAR)*
- g) *Asset registrar for Assets acquired under Projects (PAR)*

4.2.4. Stores Personnel shall inward materials after ensuring the following:

- a)** Suppliers Delivery Challan (DC) / Invoice bear the inward stamp.
- b)** Reference of purchase order or any other order of contract.
- c)** In case of consignment received without any documents or any discrepancy noticed in the documents received, Purchase Section will be notified immediately for obtaining necessary information for inwarding. Till such time material will not be in warded but kept in Transit store with entry in Discrepancy register.
- d)** Acknowledgement of receipt of consignments is subject to final check and approval. A notation, to this effect must be stamped on each copy of Delivery Challan/ Lorry Receipt/Invoice as given below:-
“Goods received subject to verification inspection, counting, final acceptance and approval.”
- e)** All apparent damages/leakages/broken seal in the consignment received are immediately recorded in the DC/LR/Invoice and bring the same to the attention of Officer In-charge (MMS) or concerned authority.
- f)** Verify the identity of the material received. Ensure description of the material given in the consignment and number of containers / packages received as per the DC / LR / Invoice.
- g)** Materials shall be received on all working days only during working hours.
- h)** Weigh Bridge readings /certificates are not always 100% reliable. Therefore, irrespective of whether the Weigh-Bridge reading tallies with DC or not, 10% of the consignment should be weighed at random and based on this observation, the in-warding made. The Weigh-Bridge certificate may be taken only as a guideline. If the quantity thus verified varies a further 10% of the consignment it should be weighed and again the average taken for in-warding purposes.
- i)** For all other materials, in-warding is based on 100% physical verification by way of counting, measuring & weighing.
- j)** All materials received will be taken on Stock Ledger in Excel Sheet against Receipt Voucher as per format attached as **Appendix A & B**. A certificate to the effect that the items are received in Good condition and as per our specifications and *to be endorsed on the reverse of the Original copy of Invoice or Delivery Challan. Receipt vouchers will be serially numbered and filed in a separate file along with a copy of supplier s Invoice / Delivery Challan.*
- k)** The Stores Personnel shall inward the materials within 24 hours of receipt by way of preparing the Receipt Voucher and sign at the relevant places.

- l)* All materials will be taken on ledger charge immediately as per format attached as **Appendix A & B**. Signatures of concerned designated official will be obtained. Ledgers will be maintained separately for Consumable and Non-Consumable type of materials.
- m)* The Person in Issue wing in Store will check the physical stock based on posting of the Issue slips and the ground stock at least once in a month to reconcile Stock in hand.
- n)* In case of any difference in Physical Stock and Issue register the same is to be checked with Loan Register, Returnable material movement register.
- o)* Periodic stock checking is also an important tool to avoid obsolesce of stock, Inventory control by way of First in First Out(FIFO), Last in First Out(LIFO) and review of Stock pattern. This must be followed in letter and spirit and the report should be reviewed by the Officer-in-charge and the findings should be presented to higher authorities for appropriate action on future Purchase of materials.

CHAPTER- 5

RETURN OF STORES

All returns to stores will be governed by the following procedures.

- i. Capital items shall be returned as unserviceable, obsolete and surplus to the stores when the same is no longer useful in the division being costly in economic repair and maintenance.
- ii. The user is thus required to obtain a certificate from the inspecting authority to the effect that the stores returned unserviceable, obsolete or surplus with reasons thereof.
- iii. Before accepting the return voucher the store assistant will compare the details of item being returned with that of the original issue to ensure correctness of the serial number, make, model etc.
- iv. The receipt of such returned store shall be done by the concerned store assistant and will be countersigned by the stores officer, the duplicate copy will be returned to the user and the original copy kept in store. All postings need to be completed as early as possible after indicating the location of the items in Store yard or Disposal unit so that it can be identified easily.
- v. It should be ensured that all hazardous parts such as Chemical, Nuclear, Trace elements, inflammable, toxic parts are removed, Drained out completely from the Equipment as such parts may pose serious health hazard and potential danger of accident, reaction in the disposal yard during storage, movement and disposal activities.
- vi. The surplus/ obsolete/ unserviceable items may be disposed off only after inspection and certification of the Disposal Committee (DC).
- vii. In case of items found surplus, obsolete in reusable condition, may be issued to needy departments/units.
- viii. The position of the returned store shall be reviewed by the store officer at regular intervals to ensure that the returned stores do not get accumulated. In case no section/ division in the lab need these equipments/items, the same can be disposed of to the best advantage to the institute.
- ix. A number of chemicals and other items that get accumulated in various divisions/sections and lie un-utilised for a pretty long period results in its damage, deterioration in quality, evaporation etc. Besides depreciation in cost. In order to effect economy in expenditure on materials the concern Head/Project leader shall prepare a list of such chemicals that are lying in their respective sections for more than a year without any usage and inform store section for issue or disposal (Chapter-7)
- x. A return control register for return slips will also be maintained in line with that of issue control register for proper accounting of the items which will be used as reference for disposal.

ACCOUNTING & SAFETY OF STORES AND SCRAP MANAGEMENT

A. STORES ACCOUNTING

Need for stores accounting: Stores accounting has two aspects, the value of the materials stored and the physical quantity of the materials stored. Stores accounting is necessary for a large number of reasons, of which the following are most important:-

- The stocks represent assets of the organization and as such it is necessary to include their value in the accounts of the organization.
- It provides a means of costing of an item used.
- It provides a basis for inventory control by value.
- As for the second aspect, it is necessary all the time to ensure that all the materials that have been received have been accounted for. All receipts and all issues have to be entered in stock ledgers (in electronic form) or registers and have to be accounted for.
- The purpose of storing inventory is to make available the required items at reasonable price and this can be ensured only by proper store accounting.

B. SCRAP MANAGEMENT

- i. Scrap is inevitable in any institute that involves research and academic facilities through workshops and laboratories etc. Scrap has a value and must be treated as any other stores item. It should be accounted for properly and stores personnel are responsible for its collection, sorting and segregation of metallic, nonmetallic and process wastes. Each has a different value and if all type of scraps are mixed up, their value may fall significantly. Different items will have their own buyers also. Hence, Sorting, categorizing and preparing the scrap lots are important to derive actual realizable price.
- ii. Items like empty cement bags, paper, card board boxes, wood shave, GI, MS, Steel, Aluminum, copper, plastic and wood should be salvaged, converted into scrap and shall be taken on ledger charge as scrap through a casual receipt voucher and accounting unit will be in Kgs/volume. When considerable quantity is accumulated these can be disposed off in the local market.
- iii. Periodic disposal of scrap generates revenue besides helping safety of workspace and helps in space optimization of the laboratories, workshop, office space etc.

C. SAFETY OF STORES

The term Safety encompasses the safety of the materials, facilities used, and the safety of the personnel working in a Storehouse.

* MMS will submit norms, guidelines for isolation, storage, handling of sensitive, toxic materials.

Safety of Stores is a policy guideline of the standard Operating procedure (SoP) in Store section. This includes safety in the following aspects:

- i. Design of the Layout, entry and exit of the Store building to ensure safety of material and persons at work including the Suppliers, visitors
- ii. Receipt Wing: Proper unloading facility such as Ramps, Weighting, cleaning facility to handle receipt of Heavy, over dimensional Consignments (ODC), Toxic, Fragile, Flammable, Perishable goods.
- iii. Stocking: Proper safety guidelines are to be issues and briefing be ensured in

handling Storage of items as any spillage may lead to accidents and injury. The principle of Weight, Gravity, Volume, Fluidity etc. are to be sensitized to the personas while staking and issue of the items.

- iv. Receipt of Old equipments must be handled with utmost care to avoid any chemical, Trace element, shrapnel, Biomedical waste, sample which may pose health hazard. Certificate to that effect is to be obtained as part of Safe handling.
- v. Scrap management is an integral part of Store activities and due care must be taken in Receipt, Collection, Segregation, Weighing, handing over scrap based on the nature of scrap material.
- vi. The personnel in Store should be briefed, trained, sensitized and groomed by proper display of safety standards, signage, Work instruction, mock drill, refresh sessions etc.
- vii. Safety gadgets such as Head gear, Eye guards, Footware, Hand gloves etc should be issued to the workers and their usage.
- viii. Store officer shall actively participate in proper implementation of the organize the safety standards in Store activities and maintain proper record of such events for Safety audit.

D. PREVENTION OF ACCIDENTS

One of the important responsibilities of the Stores personnel is to prevent accidents from taking place in a Store. Accidents can cause damage to materials, machines or facilities, and injury to workers or even their casualties. It is necessary, therefore, that all precautions are taken to avoid accidents. The worst case one can visualize is a fire where the entire premises can be completely destroyed. Some of the main causes of accidents in a Store are given below:-

- a) *Materials falling from racks.*
- b) *Wires, unwanted ropes, steel rods or empty cartons kept carelessly on walkways.*
- c) *Injury arising from handling very heavy loads or normal loads unscientifically.*
- d) *Collisions with bins.*
- e) *Falling while climbing to reach the upper shelves.*
- f) *Injury to hands resulting from lifting or handling of materials. Slipping on oil, grease or even water spillages.*
- g) *Injury caused by nails left on empty cases and battens of boxes.*
- h) *Injury from corrosive acids.*
- i) *Dropping goods on one's feet without protective boots.*

Most of the accidents occur due to non-observance of precautions, carelessness and indiscipline. Accidents also arise from poor facilities like poor lighting, wobbly ladders or racks, badly laid out bins etc. Good supervision in the matter of observance of safety rules cannot be overstressed. Stores personnel should educate encourage and advise workers to change their attitudes and give the highest priority for good housekeeping.

Training programme on sensitization of safety issues are to be organized by MMS periodically and the latest development in this area may be shared with other IITs as the institute may emerge as a leading centre for training and guidelines in this field.

E. FIRE PREVENTION:

One of the major hazards in a Store relates to fire. It is necessary to take every precaution against fire and ensure that all fire regulations are strictly observed by all the staff. It is needless to add that adequate technical measures are also to be used for Fire alert and also to fight a fire in case one occurs. This might range from having a foam extinguisher in a

small store to installing a water reservoir, generator and firefighting pumps in a very big store.

A place where in flammable articles are stored, is especially vulnerable. It would also be a very desirable practice to have periodic fire drills so that people know what is to be done in case of a fire. Stores personnel should also be trained in firefighting and specific responsibilities given to specific people so that there is no confusion when a fire occurs.

F. SECURITY OF STORES

Security in all Stores should be properly planned and organized. Doors should be strong and provided with good locks and windows should be provided with iron grills or wire mesh.

- The internal layout is arranged in such a way that there is a spacious issue counter where people can obtain materials without entering the storehouse.
- Stockyards should be enclosed with fencing which is adequately high. For extra Protection there could be a barbed wire fence along the top of a brick wall. Gates similarly should be strong and locked.

G. CUSTODY OF KEYS:

All keys of storehouse and stockyards should be numbered and specific persons must be made responsible for them. During off-duty hours these keys are to be kept in a locked almirah at a convenient place (Recommended place is of Security office). When collecting or depositing a bunch of keys, entries should be made in a register and duly signed. Only authorized persons shall be allowed for handling of keys concerned to their departments. The number of changed, and not a duplicate key made, In this regard a master list of keys with numbers (Permanent/Temporary) should be maintained.

H. ENTRY INTO STORE PREMISES:

No one except the authorized staff should be allowed access into the stores. Staff coming to receive materials issued from the Stores should not have access to the storage area.

I. HOUSEKEEPING:

Good housekeeping is one of the major responsibilities of every Stores Supervisor. Neat and orderly premises are not only a morale booster but also an important element in accident prevention.

J. THEFT/PILFERAGE/MALPRACTICE:

Precaution against theft involves the creation of an environment which is not congenial for such instincts to be manifested. An alert system and safe custody of items with proper monitoring of receipt, Stock and issue of items will be ensured by optimal utilization of technology and inventory control methods.

K. LOSS OF STORES:

Any loss of stores shall immediately be reported to the head of the department. When the person responsible for such loss is unable to explain a discrepancy, Loss statement will be prepared and will be submitted to Officer-in-charge (MMS). After the approval of the Loss Statement, write-off should be done and stock records adjusted accordingly.

- i. **POWERS TO WRITE OFF:** All profits and losses due to revaluation, stock-taking or other causes shall be duly recorded and adjusted where necessary. Formal

sanction of the competent authority shall be obtained in respect of losses, even though no formal correction or adjustment in government accounts is involved. The provisions of GFR 2005 may be followed in this regard.

- ii. **LOSSES DUE TO DEPRECIATION:** Losses due to depreciation shall be analyzed, and recorded under following heads, as applicable:-
 - i. Normal wear and tear
 - ii. Normal fluctuation of market prices
 - iii. Lack of foresight in regulating purchases
 - iv. Negligence after purchase.

- iii. **LOSSES NOT DUE TO DEPRECIATION:** Losses not due to depreciation shall be grouped under the following heads :-
 - i. Losses due to theft or fraud
 - ii. Losses due to neglect
 - iii. Anticipated losses on account of obsolescence of stores or of purchases in excess of requirements
 - iv. Losses due to damage
 - v. Losses due to extra ordinary situations under ‘Force Majeure’ conditions like fire, flood, enemy action, etc.;

L. TALLY CARDS / BIN CARDS:

These should be kept up dated and hung/placed suitably on the racks/almirah/stacks.

M. BARCODING:

Barcoding of assets will be done at stores on receipt and acceptance of the item/asset . User will insure that the asset has been barcoded and if not they will intimate stores section.

This system will be helpful in tracking the items, Physical verification and also in reconciling the movement of materials within and out of campus.

CHAPTER- 7

DISPOSAL OF STORES

Disposal of stores is one of the most important functions of materials management in any organization. This has become necessary as the equipment and other items tend to become surplus/obsolete, unserviceable etc. over a period of time due to its long usage. The disposal of this type of stores is needed to be done on periodic basis.

I. Stages of disposal

The steps in disposal are as under:

- a) Identification of types of disposable stores - surplus, obsolete, Unserviceable or scrap.
- b) Categorization of item as surplus, obsolete etc.
- c) Consideration by Disposal Committee
- d) Inspection of the items
- e) Deciding mode of disposal
- f) Fixation of reserve price
- g) Evaluation of the offers
- h) Approval of the Competent Authority
- i) Award of the contract for disposal and monitoring
- j) Collection of disposal price and Accounting Entries
- k) Removal of the disposed off stores

The store for disposal is divided into the following categories:

- 1) **Surplus Store** – Items that are in working order but are not required for use in a particular Section/Division/Institute and stock lying in stores for more than five years shall be deemed as surplus unless there is any good reason to treat them otherwise. Efforts will be made the surplus to issue to the needy department/unit.
- 2) **Obsolete Store** – Items are in working order but cannot be put into use effectively being outdated due to change in technology/design.
- 3) **Unserviceable store** – Items which are not in working order, outlived their normal span of life and are beyond economic repair.
- 4) **Scrap**- Process waste, broken & any other item not covered above but has got resale value.
- 5) **Empties** – Empty containers, crates, bottles, plastic jars, drums, old news papers, packing materials etc.

II. Categorization

The Head of section/ Division shall obtain from users of his section/ division and compile a list of stores that have become surplus/unserviceable etc. citing reasons in the prescribed form and the list may be forwarded to Store Section. This will help Store section in consolidating the materials and preparing lots either by shifting to scrap yard or by declaring the lot in situ.

Similarly, Officer In-charge (MMS) will review the stock of all items to determine the slow moving and non-moving items, which will also be put up to the Scrap Disposal Committee for further action. While reviewing such items, Officer In-charge (MMS) will report of such items that are lying unused so as to take a final view on new Purchases.

III. Disposal Committee

The Standing Disposal Committee may be constituted by the Director, IITI. The other members of the Committee are one Faculty, one Technical Officer who have the knowledge of the stores related for disposal, MM Representative, F&A Representative and Stores Officer. The quorum will be 50%. In case of dissent by any member, the proceedings of the Committee will be referred to the Director whose decision shall be final. The Committee shall meet periodically at least twice in a financial year and as and when required.

The functions of the Standing Disposal Committee will broadly include the following:

- 1) It will inspect the materials that are proposed to be declared as Surplus, Obsolete, and Unserviceable etc. by the Heads of the sections/divisions and decide whether the stores are surplus or obsolete or unserviceable as the case may be.
- 2) It will decide the mode of disposal.
- 3) It will fix the reserve price for disposal of items and also arrange to ensure that the lifted items are as per the approved disposal list.

IV. Inspection

The Committee shall examine the stores to be declared as surplus/obsolete and unserviceable taking into account the stipulated life period of each item, overall condition of the items, the reasons for obsolescence etc., requirement of such items in future, negligence or mischief or frauds on the part of any individual for such loss. The SDC may appoint a technical committee for the purpose, if required.

V. Mode of Disposal

The Disposal Committee (DC) will decide one of the following modes of disposal:

- a) *By gift to Education Institute within the State (Govt. Schools/institutes only)*
- b) *By transfer to other IITs/institutes*
- c) *By public action*
- d) *By limited tendering*
- e) *By press tender*

a) Gift to Educational Institutes:

The items that have been declared as Surplus or Obsolete and are in working order can only be gifted to other recognized educational institutions on the following terms & conditions:

1. *The items of equipment will be offered as gift on "as is where is basis".*
2. *Imported items can be gifted to an educational institution as per the provisions of FEMA/Exchange Control manual (ECM) of RBI.*
3. *The title of the equipment will pass on to the receiving organizations on receipt*

of a formal acknowledgement.

4. *Any cost associated with transfer shall be borne by the receiving organization.*
5. *Equipment received as gift under agreement with the international bodies like UNDP/UNESCO/WB or acquired through Projects etc. would be disposed only in accordance with the terms and conditions agreed to between IITI & such bodies. Preference may be given to schools situated within the institute campus , Central Govt/ State Govt schools/ training institutes or any other school adopted by the institute.*

b) By transfer to other Units/if any:

A list of surplus/obsolete stores will be circulated among all IITIs after the Disposal Committee recommends the items as surplus or obsolete. The transfer of these stores from one unit to the other will be made on book transfer basis as per prescribed form. The stores officer shall furnish the copy of approval of the competent authority along with copy of transfer voucher to accounts branch to make necessary adjustment in the Balance sheet. However, the confirmation regarding adoption of the value of such assets by the receiving institute must be ensured.

c) By Public Auction

The institute may consider disposal by public auction if the Disposal Committee is of the opinion that this is the most suitable course of action for disposal and the chances of forming a cartel is not there. The decision of engaging a Government recognized auctioneer to conduct a public auction may also be taken by the competent authority if the value of disposal is substantial.

Every bidder in Public auction shall have to deposit caution money to become eligible for bidding. The Disposal committee shall fix the amount of caution money. An EMD of 25% has to be paid by the successful firm at the fall of hammer after adjustment of the caution money. The caution money of the unsuccessful bidders shall be refunded immediately after the auction. The highest bidder shall pay the balance 75% within 05 days or at the time of collection of material, whichever is earlier. The stores will be handed over to them only after depositing the 100% amount. The Disposal Committee may attend the public auction or nominate a subcommittee to attend the proceeding and minute the report.

d) By Limited Tendering

The SDC can recommend disposal of stores costing upto Rs.5.0 lakhs by limited tendering for sale of the stores. The tender enquiry should include a condition of EMD as 10% of the quoted price in the shape of DD/BG. The EMD of unsuccessful bidders will be returned immediately in any case within 15 days from the date of opening. The Tender Opening Committee in the presence of the bidders will open the quotations on a particular date and time.

The Standing Disposal Committee should ensure fixation of reserve price after the bids have been received but before the same are opened. The time limit for the bidders for taking delivery of the goods after payment of the bid value including amount of penalties for late lifting may be decided on case to case basis by the SDC. EMD of unsuccessful bidders will be refunded immediately.

e) **Press Tender**

The Disposal Committee can recommend disposal of stores costing more than Rs.5.0 lakhs by open tendering. In this case all the procedure outlined above at 7.V.c will be followed. In addition a charge of Rs.100/- to Rs. 200/-depending upon the cost of disposal may be levied from the bidders towards the cost of tender document.

VI. Sale of Newspaper and other small value items etc.

Articles of low or nil value like empties, Newspapers, Packing wood, plastics, bottles etc. which are voluminous in nature and also hazardous i.e. flammable etc. may be disposed of directly by the Officer In-charge (MMS) after adequate publicity without reference to the DC whenever, the need arises on periodic basis, so as to make space available for other purposes. However a committee of Officer In-charge(F&A) and Officer In-charge (Admin & Audit) will be part of the recommendation for approval of the proposal. A panel of scrap vendors can also be prepared to dispose off all such old and low value items with recommendation of the above committee and approval of the authority.

VII. Fixation of Reserve price

Once the bids have been received either by the limited tendering or by Press tendering the Disposal Committee will meet to decide the reserve price for disposal of such stores. This is to ensure the sanctity of the Reserve price and the committee should ensure confidentiality of the process by keeping the reserve price statement in a sealed cover which will be opened only after opening of the bids to compare the bid prices with the reserve price. While fixing the reserve price the Committee shall take the overall condition of the item vis-à-vis the market price of such second hand product.

VIII. Approval of the Competent Authority

As per the provision of GFR the authority competent to purchase stores shall be competent to declare the store as obsolete/surplus/unserviceable. Since the powers to purchase store has been decentralized in the Purchase Procedure, the Disposal committee constituted with the approval of the Director, IITI shall be the competent to declare the store as obsolete/surplus/unserviceable and order its disposal irrespective of its value, except for small petty value items referred at VI above.

IX. Evaluation of the offers.

After the bids were opened, a comparative statement will be prepared by Officer In-charge (MMS). The highest bid will be compared with the reserve price. If the highest bid price is more than the reserve price, the approval of the competent authority will be taken and the items will be offered to the highest bidder.

In case, the highest bid price is less than the reserve price, the DC will once again go through the reserve price to take a decision either to recommend disposal at the highest bid price if the difference between the reserve price and highest bid price is less than 20% or to negotiate with the highest bidder to increase his bid price above the reserve price or to re-tender.

X. Accounting Entries

Immediately after obtaining the approval of the Director to dispose off, the items will be removed from the Stock Ledgers with suitable entries and shall be entered in the Disposal Stores Register, which will be maintained in the Store Section. Office Memorandum containing details of item, its value and head of account etc. will be issued by the Officer In-charge (MMS) conveying the approval of the Competent Authority to Charge off/write off in the books of Accounts of the institute. A copy of the items declared as surplus/ obsolete/ unserviceable should be endorsed to the Officer In-charge (F&A) as per the procedure.

Based on the OM issued by the Officer In-charge (F&A) shall take into account the value of assets in the Annual Accounts of the institute.

XI. Removal of the disposed off stores by the Purchaser

The delivery of the stores will be given to the highest bidder or his authorized representative only after the full payment is deposited in cash/bank or through BG/DD. On production of the receipt, the Stores Officer will physically hand over the item(s) sold to the party and issue the Gate Pass enabling the purchaser to take out the items sold. The details of the items sold should be available with the out gate pass in order to facilitate security check etc.

Stores Officer shall also record disposal/removal of the stores in the relevant columns of the Disposable Stores Register, which has to be a permanent record with the Stores.

Loading operation must take place in presence of security. All lots/loads should exit the disposal site only against valid Non-Returnable Gate Pass (NRGP) issued from MM section which are to be reconciled with security gate record. The NRGPs for disposal lot will be valid only FOR THE DAY.

Any detention/delay in exit shall be release only with fresh gate pass by MMS after ascertaining the reason of cancellation of the earlier gate pass.

Any provision of the Manual and Procedure for Store Management 2016 may be exempted only with the approval of the competent authority.



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IIT Indore

ISSUE VOUCHER (SS01)
(CONSUMABLE / NON-CONSUMABLE STORES)

SS01 Sl. No. _____
Date: _____
(for stores use only)

Indenter's Name: _____ Designation: _____

ID No.: _____ Department: _____ E-mail id: _____

CERTIFICATION BY THE INDENTOR:

Date of Delivery of the material: _____
Installation required: Yes / NO
If required, date of Installation: _____
(Please attach installation certificate clearly mentioning the date of installation)

Signature of the Indentor

1. Supplier's Name & Address:	2. PO No. & Date:
3. Budget Head of Account:	4. Challan No. & Date:
5. Invoice No. & Date:	6. Invoice amount:
7. Project No.(if applicable):	8. Name of Project Investigator/ Indenter:

Sl. No.	Item Description with code	Quantity		Cost (₹)
		Indented	Issued	
Total =				

Signature of Indenter/ Authorized receiver

Signature of HOS/HOD/Dean

For use of stores:

The material(s) have been entered in Stock Ledger Consumable/Non-Consumable Serial No. _____

Name & Signature of DM

Name & Signature of Manager

Signature of AO/DR

ACCEPTANCE CERTIFICATE

1. Certified that the items mentioned in the issue voucher have been inspected and found acceptable by the undersigned in accordance with the quality and quantity and specification(s) in our purchase order.
 2. Installation & Commissioning certificate/document is enclosed for payment_____
- OR**
3. The items are rejected for the following reasons

Indenter

Date:

HOS/HOD/DEAN

Date:

REJECTION CERTIFICATE

1. The items are rejected for the following reasons

Indenter

Date:

HOS/HOD/DEAN

Date:



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IIT Indore

RETURNABLE GATE PASS(SS02)
(in triplicate)

SS02 Sl. No. _____
Date: _____
(for stores use only)

Dept./Section: _____

Date: _____

Security Officer may please allow Shri/Smt. _____
Designation _____ of _____ (name of organisation) to take out the
following material(s) from IIT Indore (PACL/Silver Spring/Simrol). **The Probable Date of
Return of the material(s) is _____.**

Sl. No.	Description of Material(s)	Quantity	Remarks

Destination of material: _____

Reason for taking out: _____

For use of Security staff only

The Gate Pass has been entered in _____

Register at Sl. No. _____ Page No. _____

Time Out	
Date	
Signature	
Name	

Signature of Head of Dept./Centre/Section
(*Copy of R.G.P. shall be forwarded to store
if issued by department*)

Name: _____

Designation: _____

Dept.: _____

Date: _____

Certified that the above mentioned material(s) have been checked and found correct.

**Chief Security Officer/
Sr. Security Assistant**

Two copies will be presented by the vendor out of which one copy for the Vendor and one for security. The vendor will present his copy while bringing the item back.



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IIT Indore

NON RETURNABLE GATE PASS(SS03)
(in triplicate)

SS03 Sl. No. _____
Date: _____
(for stores use only)

Dept/Section.: _____

Date: _____

Security Officer may please allow Shri/Smt. _____ Designation _____ of _____ (name of organisation) to take out the following material(s) from IIT Indore (PACL/Silver Spring/Simrol).

Sl. No.	Description of Material(s)	Quantity	Remarks

Destination of material: _____

Reason for taking out: _____

For use of Security staff only

The Gate Pass has been entered in _____

Register at Sl. No. _____ Page No. _____

Time Out	
Date	
Signature	
Name	

Name: _____

Desig: _____

Dept.: _____

Date : _____

Signature of Officer In-Charge-Store

Certified that the above mentioned material(s) have been checked and found correct.

**Chief Security Officer/
Sr. Security Assistant**

*** Two copies will be presented by the vendor out of which one copy for the Vendor and one for security. The vendor will present his copy while bringing the item back.*



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IIT Indore

SS04 Sl. No. ____
Date: ____
(for stores use only)

STATIONERY REQUISITION-CUM- ISSUE FORM (SS04)

(for Stationery and office consumables etc.)

(To be prepared in duplicate. One copy will be returned to the indenter along with the issued material)

Dept./Section: _____

Date: _____

Please issue the following stores/materials for my office use to me/or the bearer Mr./Ms. _____ whom I authorize to receive the stores on my behalf.

Sl. No.	Item Description	Qty Reqd.	Qty issued	Item code	Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Name & Signature of the Indenter

Name & Signature of HOD

This is to certify that the above mentioned items have been issued to the indenter.

Name & Signature
(Issuer of items)

Name & Signature
(Receiver of items)



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STORES TRANSFER FORM (SS05)

SS05 Sl. No. _____
Date: _____
(for stores use only)

S.No.				Date:		
Returned By:				Transferred To:		
Department /Section				Department/Section		
Name & Designation				Name & Designation		
ID No:				ID No:		
Project No:				Project No:		
Stock Ref.	Description Of Stores with code	Qty.	Cost (₹)	Ledger Reference of:		Remarks
				Transferor	Transferee	

Sign.of Transferor	Sign.of Transferee	Store Assistant
HOD	HOD	OIC-Store



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**Return of Surplus, Obsolete and Unserviceable
Stores for Disposal (SS06)**

SS06 Sl. No. _____
Date: _____
(for stores use only)

Item No.	Particulars of Stores	Quantity/ Weight	Year of purchase and Book Value/ Original Purchase Price	Present Condition	Mode of disposal (sale, public auction or otherwise) <u>(TO BE DECIDED BY THE DISPOSAL COMMITTEE)</u>	Remarks
<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>

Signature of Custodian of Item:.....

Designation.....

Date.....

Signature of HOD/PI.....

Certification by the Inspecting authority on the condition of the items:

Surplus/Obsolete/Unserviceable Stores for Disposal



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SS07 Sl. No. _____

Date: _____

(for stores use only)

SALE ACCOUNT (SS07)

<i>Item No.</i>	<i>Particulars of stores</i>	<i>Quantity/ Weight</i>	<i>Name and full address of purchaser</i>	<i>Highest bid accepted</i>	<i>Highest bid rejected</i>	<i>Earnest money realized on the spot</i>	<i>Date on which the complete amount is realized and credited into treasury</i>	<i>Whether the article were actually handed over o the spot. If not, the actual date of handing over of the article with quantities</i>	<i>Aucti0neer's commission and acknowledgement for its payment</i>

Signature

Designation.....

Date.....



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APPENDIX A

STOCK ENTRY LEDGER FOR NON-CONSUMABLE/ASSETS

Sl. No.	DM	DRR Date	PO No./ DO Ref. No	Description of Items	Suppliers Name	DC/LR No & Date	Invoice /Bill No.	Invoice /Bill Date	Quantity Ordered	Unit Price	Total Amount	Indentor/User	Department	Issue Slip No & Date	Location	PROJECT	Quantity Received	Difference If Any	Quantity Issued	Warranty	Rejection /Excess/ Shortage, If Any	Non-Returnable Gate Pass No & Date	PIR/ DIR	Remarks	



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APPENDIX B

STOCK ENTRY LEDGER FOR CONSUMABLE

Sl. No.	DM	DRR Date	PO No. / DO Ref. No	Description of Items	Suppliers Name	DC/LR No & Date	Invoice /Bill No.	Invoice /Bill Date	Quantity Ordered	Unit Price	Total Amount	Indentor/User	Department	Issue Slip No & Date	Location	PROJECT	Quantity Received	Difference If Any	Quantity Issued	Balance Quantity	Rejection /Excess/ Shortage, If Any	Non Returnable Gate Pass No & Date	Remarks	



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APPENDIX C

STOCK ENTRY LEDGER FOR HISTORICAL/ ARTISTIC VALUE

Name of Asset: _____

Date of Acquisition	Source of acquisition	Cost price, if any	Particulars which make it an asset of historic/artistic value	Particulars of the custodian of the asset	Location of the asset	Remarks